



City of Detroit
Dave Bing, Mayor
Planning & Development Department (P&DD)
Warren P. Palmer, Director



NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

The City of Detroit acting by and through its Planning and Development Department (P&DD) administers federal grants, HOME, CDBG, and Neighborhood Stabilization Program (NSP) funds received from the Department of Housing and Urban Development (HUD). Title III of Division B of the Housing and Economic Recovery Act, 2008 (HERA) authorized the Neighborhood Stabilization Program (NSP). Funds are allocated by formula, to participating state and local governments to stabilize neighborhoods and the redevelopment of vacant, abandoned, and foreclosed homes.

The City of Detroit is requesting qualifications from qualified individuals or firms interested in providing assistance to the City of Detroit in administering NSP funds.

P&DD intends to award a contract not to exceed a period of two (2) years. The contract may be extended based on compliance with HUD regulations and at the discretion of P&DD.

The Firm must meet the following minimum qualifications:

- Must have extensive experience working with a municipality.
- Must have 5-7 years experience structuring Low Income Housing Tax Credits (LIHTC) development transactions.
- Must have 5-7 years experience structuring home ownership development transactions.
- Must have an extensive background interpreting HOME and CDBG regulations.

A Detailed Qualifications Statement must be submitted along with a Non-Collusive Affidavit, and Proof of Insurance, for the RFQ to be complete.

Scope of Work:

The Firm shall represent, when requested, the City's interest in discussions and negotiations with other governmental entities, lenders, borrowers, and all other persons or entities which participate directly or indirectly with the City's NSP funded development projects. PDD is requesting qualifications from qualified individuals or Firms (hereinafter "Firms") interested in providing legal assistance in the implementation of the NSP, home ownership, lease-purchase and rental development loans.

A detailed Scope of Services will be provided to the most qualified Firm.

Submission Method - Date and Time:

One (1) original and two (2) copies of the written Statement of Qualifications must be submitted in a sealed envelope. The face of each envelope shall contain P&DD's address, the respondent's title and return address.

Interested parties may pick up a RFQ package on Wednesday November 18, 2009 at the Planning and Development Department, 65 Cadillac Square, Suite 1900, Detroit, Michigan 48226 between the hours of 8:30 am and 4:30 pm.

Completed RFQ packages must be returned to the office listed above by 4:30 pm December 18, 2009.

Please forward all questions/inquires to Mr. Willie Moore, HOME Program Manager, by phone at (313) 224-3985 or by email at wmoore@detroitmi.gov

NOTICE OF NON-DISCRIMINATION: The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex or sexual orientation. Complaints may be filed with the Detroit Human Rights Department 1230 Coleman A. Young Municipal Center, Detroit, MI 48226.